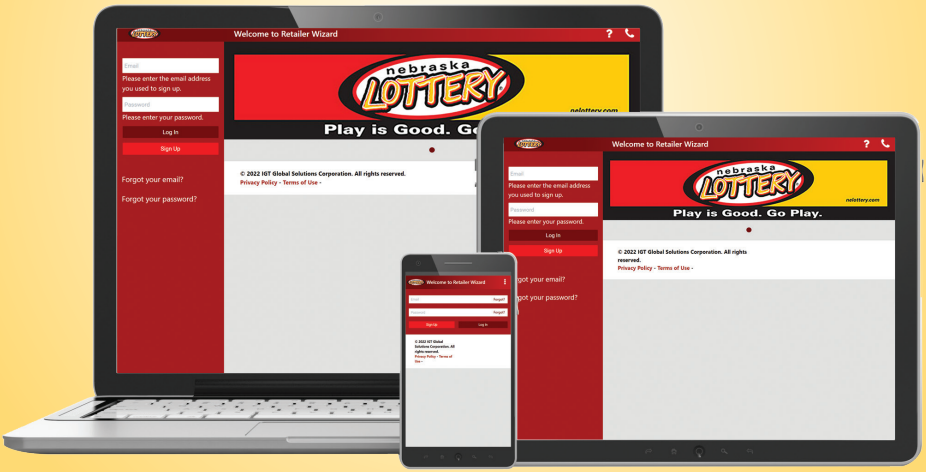
Nebraska Lottery

Retailer Wizard

INDEPENDENT RETAILER
QUICK REFERENCE GUIDE

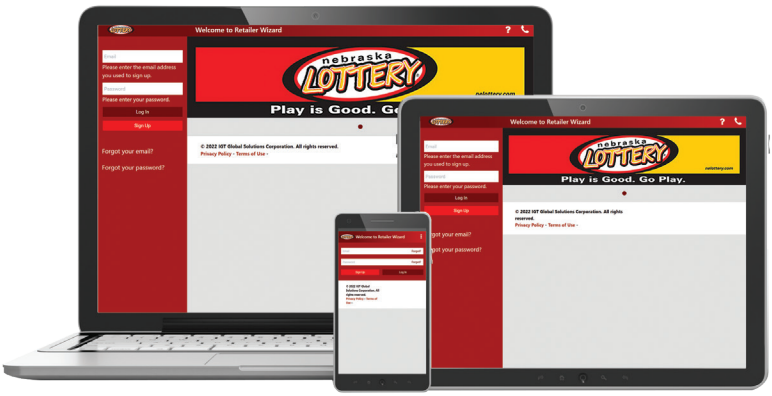


Benefits

Retailer Wizard is the Nebraska Lottery's one-stop-shop for managing your lottery business. This all-new, user-friendly website provides access to important Lottery reports and information via desktop, laptop, tablet, or smartphone. Manage and grow your lottery business – whenever and from wherever you choose!

RETAILER WIZARD INCLUDES:

- Stay informed of your sales, commissions, and trends at your location(s).
- Know exactly how much money is due on the next sweep (EFT Amount).
- Receive alerts about issues occurring in your location that may be affecting your sales.
- Easily spread the good news about high jackpots and winners in your location.
- Access detailed reports on your lottery business at any time without being tied to your lottery terminal.
- And much, much more!



TO ACCESS RETAILER WIZARD
from your browser, navigate to:

https://ne.lotteryservices.com/RetailerWizard

Home Page

A Top Menu Navigation

B Login / Sign Up

C Lottery Information

TOP MENU NAVIGATION: PRIOR TO LOGGING IN

A Frequently Asked Questions (FAQ)

B Contact Us

TOP MENU NAVIGATION: AFTER LOGGING IN

A Main Menu

B Messages

C FAQ

D Contact Us

E Settings

Via the Settings icon:

- Change personal information (My Account)
- Logout from Retailer Wizard

Home Page

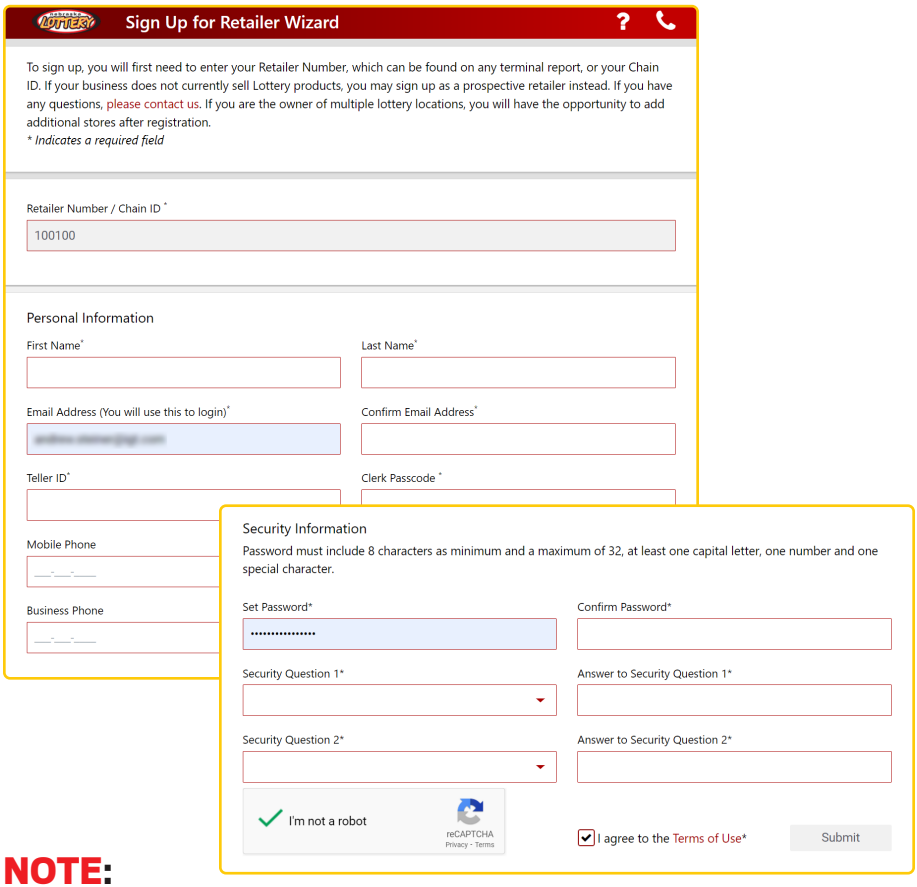
SIGNING UP

To Sign Up for a Retailer Wizard Account, from your browser go to:

NE.LOTTERYSERVICES.COM/RETAILERWIZARD

Click **Sign Up**. The Sign Up for Retailer Wizard dialogue box will display.
Enter your Retailer Number, then click **Submit**.

Once the Retailer Number has been submitted, the following registration screen will display. Enter all of the required information to sign up for an account, and then click **Submit**. **YOU WILL RECEIVE A VERIFICATION EMAIL THAT WILL ALLOW YOU TO ACTIVATE YOUR ACCOUNT.**



NOTE:

Only store owners can create the initial Primary Account.
After registering, the Primary User can then create an unlimited number of Secondary Users through the Manage User feature.

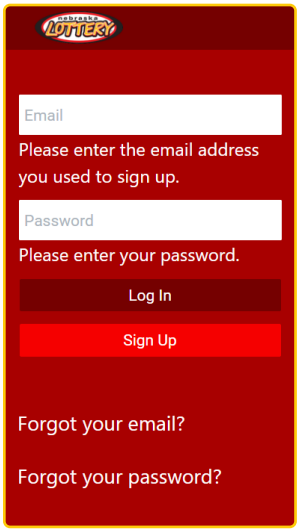
Home Page

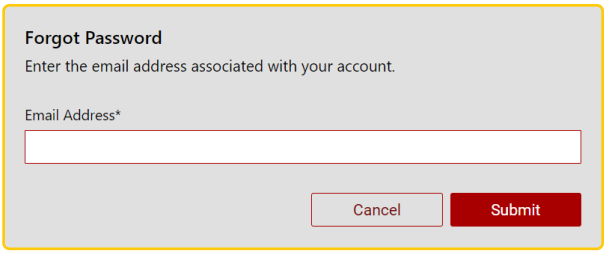
LOGGING IN

- From your browser, go to: **NE.LOTTERYSERVICES.COM/RETAILERWIZARD**.
- Simply enter the Email address you used to sign up, and the Password and the password you selected during sign up, then click **Log In**.

FORGOT PASSWORD

Click **Forgot Password**, and the Forgot Password dialogue box displays. Enter your Email Address, then click **Submit**. You will be presented with a security question you answered when you signed up. Once you correctly answer the security question, a temporary password will be emailed to you. After you log in with the temporary password, you will need to reset your password to access your account.

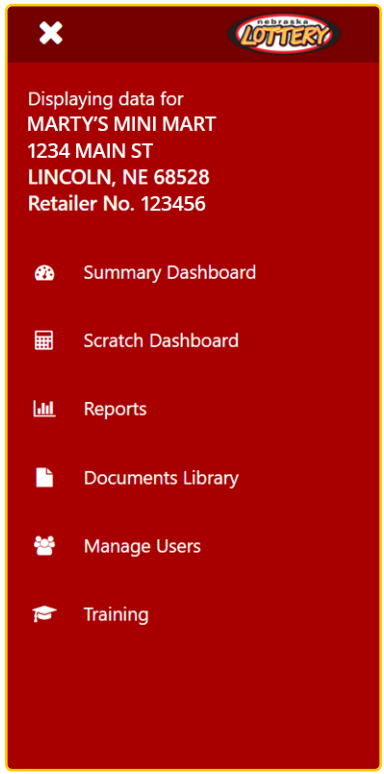




Main Menu

MENU OPTIONS INCLUDE:

- **Summary Dashboard**
- **Scratch Dashboard**
- **Reports**
- **Documents Library**
- **Manage Users**
- **Training**



Summary Dashboard

The Summary Dashboard displays all of the critical information needed to manage and grow Lottery sales at a glance.

SUMMARY DASHBOARD WIDGETS:

Lottery Announcements, Earnings, Net Sales, Alerts, EFT Amount, You Sold Big Winners!, Prizes Paid, Jackpots & Next Draws, and Your Lottery Representatives.

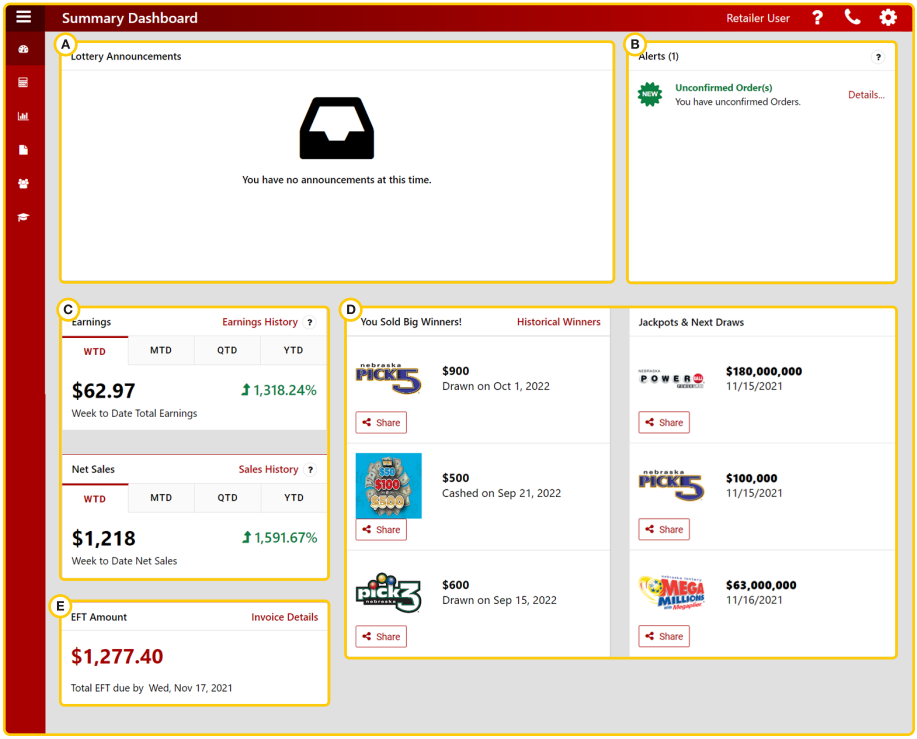
A NEVER MISS A BEAT: Lottery Announcements display marketing news and important lottery information on your dashboard.

B DRIVE YOUR SALES: Actionable Alerts help combat Out-of-Stocks, ensure hot new games are on display, and more!

C SEE WHAT YOU'RE MAKING: Earnings, Sales Data, and Trends at your fingertips.

D PROMOTE YOUR LOTTERY BUSINESS: Three ways to expand Winner & Jackpot Awareness, all including ability to share the good news by printing and posting in your store.

E WHAT YOU OWE: Instant access to your EFT amount, sweep date, and settlement details.



Scratch Dashboard

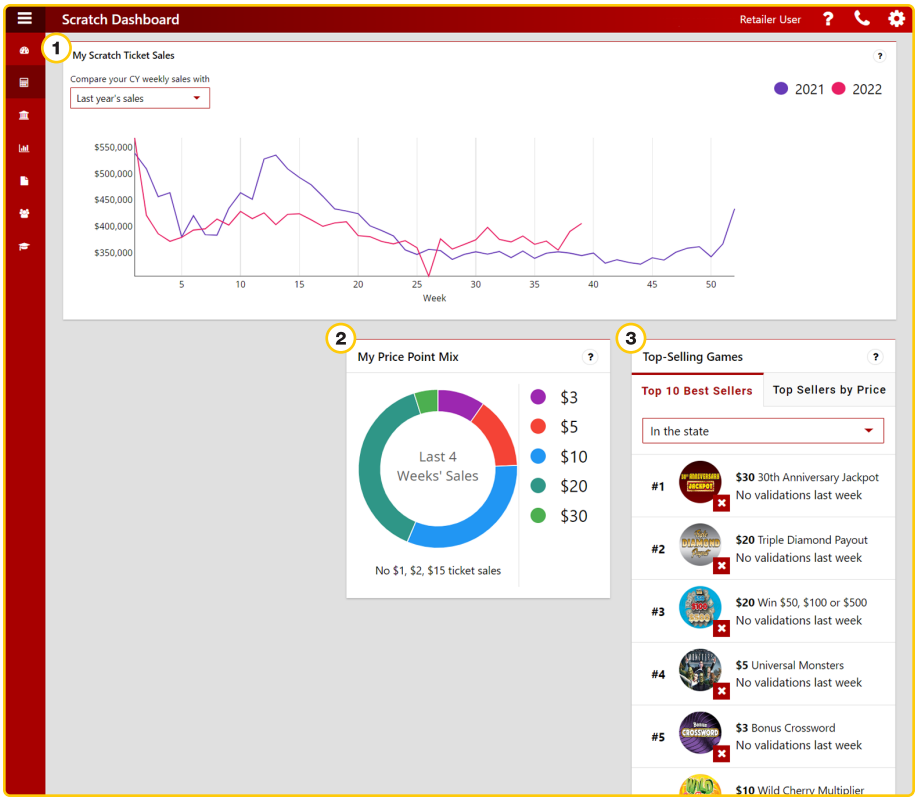
The Scratch Dashboard displays information about your Scratch sales, inventory, and settlements. Widgets on the Dashboard include detailed reports as of the previous business day.

SCRATCH DASHBOARD WIDGETS:

My Scratch Ticket Sales, View and Manage Inventory, Current Liability, Projected Settlements, My Price Point Mix, Top-Selling Games, New Games, and My Slow-Moving Games.

EVERYTHING YOU NEED TO DRIVE YOUR SCRATCH TICKET SALES!

1. Track your sales trends.
2. Analyze your price point mix for ways to drive additional sales.
3. Identify your top-selling games and ensure you are carrying the newest and best-selling games.



Reports

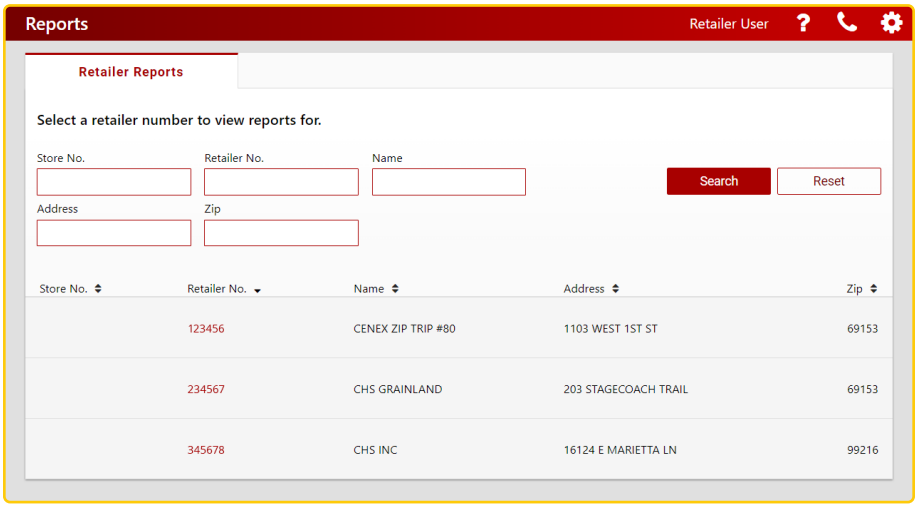
Click **Reports** on the Main Menu to display the Reports section. All reports are automatically posted by date.

Select the desired report by going to the Search Options section, and selecting the report's **Name, From Date, To Date,** and **Category**. Click **Reset** to start search again.

Click the desired report name. Reports can be downloaded in the following formats: .pdf, .csv, and .xlsx (Excel). The Invoice Details report is also available in .xml format for integration with accounting software.

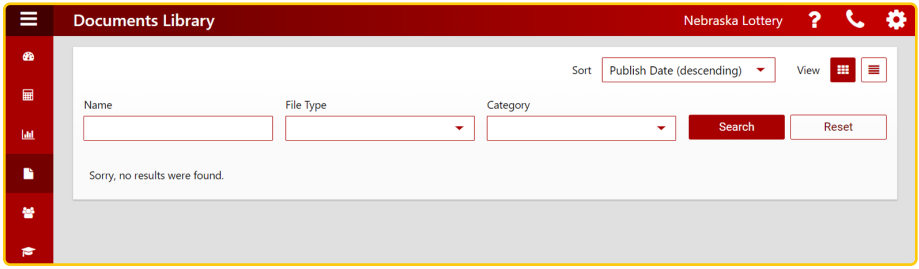
NOTE:

When viewing dashboard reports in Excel, click **Enable Editing** to show totals.



Documents Library

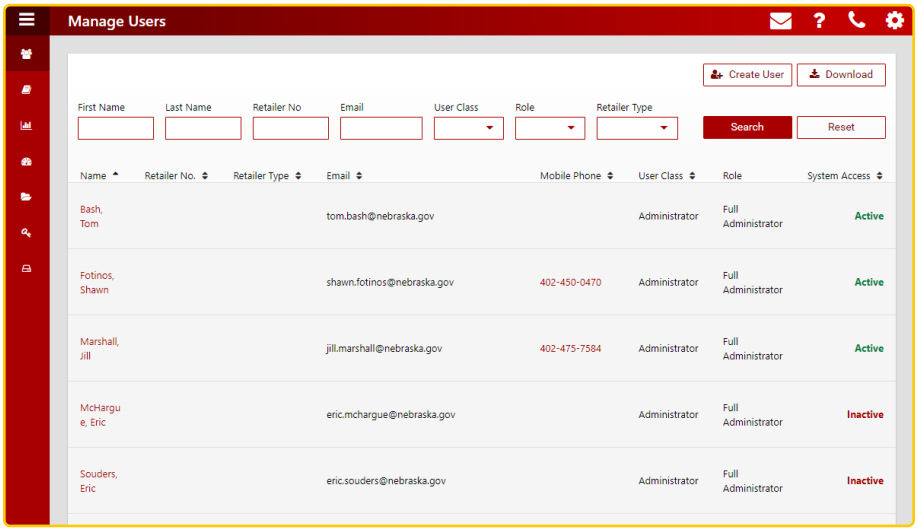
Click **Documents Library** on the Main Menu to display documents and files, including images, audio, and video—you can choose to view by grid (icons) or by table (file names). You can download information such as planograms, retailer newsletters, and new game releases. Choose which type of documents to view under the search section; enter a **Name**; choose a **File Type**; choose a **Category** to view; and click **Reset** to start over. Click the name of the document to download.



Manage Users (Primary Users only)

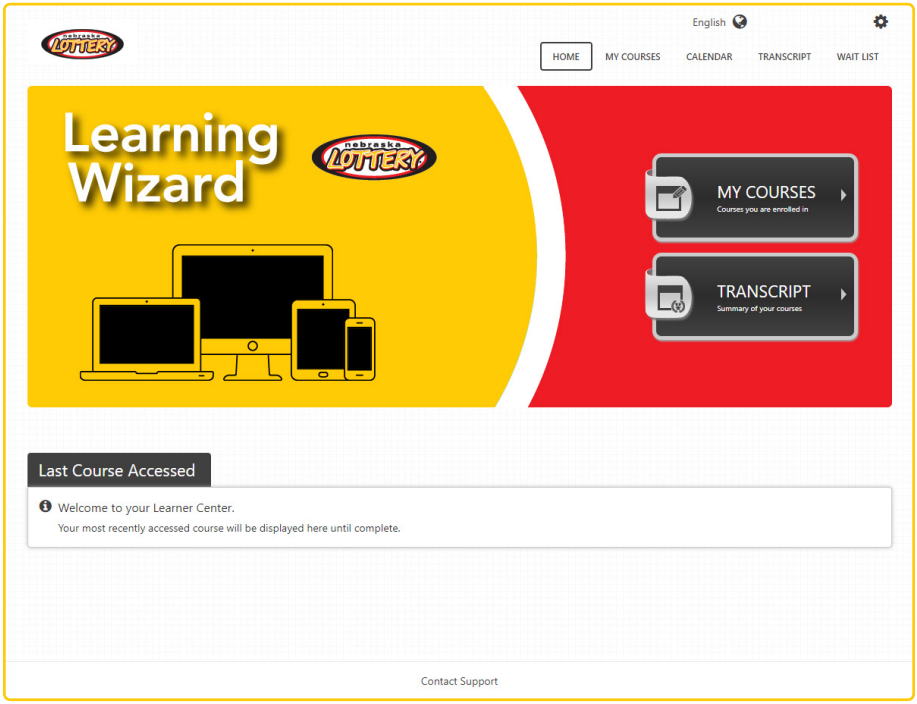
If you are the Primary User for your store, you can perform functions like adding new users to your account and managing existing users.

Click **Manage Users** on the Main Menu to **Create User**, or to suspend or delete Users from Retailer Wizard. You can also update Account Details or Update Account Status for each User. First click **User Name** and then update each field or select an option from the drop-down menus.



Training

Click **Training** on the Main Menu to display the Learner Center in a new browser window, where you can access the **Lottery Learning Link** website.



Notes

LOTTERY INFORMATION

PHONE NUMBERS

LOTTERY TERMINAL HOTLINE:
800-560-2919 (24 hours a day, seven days a week)

ORDERING SCRATCH TICKETS:
877-651-6296 or 402-434-1945 (8AM to 4:30PM, CT, M-F)

NEBRASKA LOTTERY OFFICE/ACCOUNTING ASSISTANCE:
800-587-5200 or in Lincoln: 402-471-6100 (8AM to 5PM, CT, M-F)

OTHER PHONE NUMBERS

PLAYER'S HOTLINE:
800-224-LUCK (5825) or in Lincoln: 402-471-6139

NEBRASKA LOTTERY WEBSITE: NELOTTERY.COM